Word Processing Basics

Levels: Grades 9-12
Units of Credit: 0.50
CIP Code: 52-0461
Core Code: 32-02-00-00-360
Prerequisite: Keyboarding I
Skill Test: # 260

COURSE DESCRIPTION: This course builds upon skills acquired in Keyboarding I. Proper Keyboarding technique will be reviewed. Students will create a variety of documents using basic software features.

CORE STANDARDS, OBJECTIVES, AND INDICATORS

STANDARD 1: Students will enhance keyboarding skills.
> **Objective 1:** Students will use correct keyboarding technique. This includes the following:
> - Eyes on copy or screen; not on keys.
> - Fingers curved and oriented to home row.
> - Correct fingers used for keystrokes.
> - Key with smooth rhythm and quiet hands.
> - Forearms parallel to slant of keyboard; wrists low but not resting on any surface.
> - Proper sitting posture: body centered with feet providing balance and elbows naturally at sides.
>
> **Objective 2:** Demonstrating a speed of 35 gross words per minute on a 3-minute timed writing with no more than 2 errors per minute (6 errors on a 3-minute timed writing) through regular timed writings.
> **Objective 3:** Students will use the correct fingering to type the numeric keys and numeric keypad.
> **Objective 4:** Students will be able to correctly identify and apply the various symbols available on the keyboard.

STANDARD 2: Students will be able to complete basic word processing functions by:
> **Objective 1:** Following written step-by-step instructions.
> **Objective 2:** Identifying the major components of the word processing window and know default settings for margins, line spacing, alignment and tabs.
> **Objective 3:** Accessing features and executing commands using menus, toolbars, and the keyboard.
> **Objective 4:** Moving the insertion point and select text using the mouse and the keyboard.
> **Objective 5:** Creating and saving a document.
> **Objective 6:** Opening and closing a document.
> **Objective 7:** Viewing and printing a document.
> **Objective 8:** Managing files by creating files; cutting, copying, and pasting files; renaming files; searching for files; and deleting files.

STANDARD 3: Students will be able to complete Basic Document Formatting by:
> **Objective 1:** Using alignment, line spacing, and margin features to format documents.
> **Objective 2:** Using headers and footers, page numbering, and vertical centering to format documents.
> **Objective 3:** Changing the appearance of text by using bold, italics, and underline; and by changing the font face, point size, and appearance.
> **Objective 4:** Inserting bullets and create numbered lists.
> **Objective 5:** Inserting page breaks

STANDARD 4: Students will be able to edit a document by:
> **Objective 1:** Demonstrating various deletion methods (delete, backspace, etc.) and use Undo and Redo.

Objective 2: Using cut, copy, and paste within a document.
Objective 3: Demonstrating ability to make corrections indicated by proofreaders' marks.
Objective 4: Using writing tools for spelling, thesaurus, and grammar.
Objective 5: Editing documents using Insert and Overtype (Typeover).

STANDARD 5: Students will be able to apply advanced document formatting by:
Objective 1: Formatting paragraphs with left indent, a left and right indent, and a hanging indent.
Objective 2: Using widow/orphan protection.
Objective 3: Organizing information in rows and columns while utilizing the table design and layout tools.
Objective 4: Creating tabulated text by setting left, right, center, decimal, and leader tabs.
Objective 5: Adding page and paragraph borders in a document.
Objective 6: Inserting graphics and objects (shapes, lines, text boxes) into a document.
- Editing and formatting graphics by changing size, position, wrap, border/fill.

STANDARD 6: Students will be able to create business documents. Students will prepare the following business documents manually and using preset styles, if available, by:
Objective 1: Creating personal business letters using block style and open punctuation.
Objective 2: Preparing a report with properly formatted in-text citations and a reference page.